

NORMAN ELECTION COMMISSION MINUTES

January 4, 2012

The Norman Election Commission of the City of Norman, Cleveland County, Oklahoma, met in the Municipal Building Conference Room at 201 West Gray on the 4th day of January, 2012, at 3:00 p.m. Notice and agenda of the meeting were posted at the Municipal Building 48 hours prior to the beginning of the meeting.

MEMBERS PRESENT:

Robin Allen
Nina Flannery
Richard Hilbert
Elizabeth Windes
Ty Hardiman, Chairman

MEMBERS ABSENT:

None

OTHERS PRESENT:

Brenda Hall, City Clerk

Chairman Hardiman called the meeting to order at 3:00 p.m.

Item 1. Roll Call. City Clerk Hall called the roll.

Item 2. Approval of minutes from the August 29, 2011, meeting. Member Hemphill moved that the minutes from the August 29, 2011, meeting be approved, which motion was duly seconded by Member Flannery; and the question being upon approving the minutes from the August 29, 2011, meeting, a vote was taken with the following result:

YEAS:

Members Allen, Flannery, Hilbert, Windes, and
Chairman Hardiman

NAYES:

None

Chairman Hardiman declared the motion carried and the minutes from the August 29, 2011, meeting were approved.

Item 3. Review of the amendments to Chapter 7.5, Elections, adopted by City Council on December 13, 2011.

Chairman Hardiman said City Council adopted amendments to Chapter 7.5, Elections, on December 13, 2011, and Ms. Hall highlighted those changes and said the amendments would become effective January 12, 2012. She said the amendments consist of changing the name of the Enforcement Authority to Norman Election Commission; the Monday reporting requirement has been eliminated and reports must be filed ten days prior to each election with a final campaign report being filed the Friday before any election only if there has been activity since the last report; Committees in support or opposition to a campaign are not required to submit a campaign report if they have collected or spent less than \$500 prior to filing deadlines; and the Norman Election Commission must file their report to City Council within forty days after the Municipal Election and ninety days after the final elections including.

Item 3, continued:

Chairman Hardiman wanted to clarify that all candidates are required to file a report and, additionally, a candidate can have a "candidate committee" that is a committee in which the head of the committee is the candidate. An outside committee that supports or opposes a candidate is considered a "citizen committee" and a citizen committee only files a report if they collect or expend \$500 or more. Ms. Hall said that was correct. Member Hilbert said there is no limit to the amount of money a citizen's committee can spend or accept, but this change will affect whether or not they have to file a report.

Chairman Hardiman explained that the primary function of the Norman Election Commission is to provide information to voters by insuring there is compliance with election reporting and felt education to the voter is failed to be served if there is no compliance or compliance after election. He said the Norman Election Commission's goal is to provide information to the voters before the election, which is a multi-faceted approach that involves educating the candidates and educating the public by way of a Public Service Announcement (PSA). He said any non-compliance issues are handled outside the realm of the Norman Election Commission.

Items submitted for the record

1. Norman Election Commission 2012 Campaign Manual including Commission Member List; Norman Election Commission Agenda; Norman Election Commission Minutes; Requirements for Filing; Report Due Dates; Instructions for Completing Reports; Frequently Asked Questions; Political Sign Regulations; City Campaign Report Forms; State Campaign Reporting Requirements; State Frequently Asked Questions; and State Campaign Report Forms

Item 4. Consideration and discussion of candidate packet materials and possible modifications, if needed.

Chairman Hardiman said a candidate packet will be distributed to each candidate or affected party such as a citizen's committee or candidate representative. He highlighted the various sections of the packet and said the material has been developed over the years to address issues and clarify the campaign process. He discussed each section of the packet and the Committee made minor changes to portions of the information provided.

Requirements for Filing - it was questioned whether or not the Cleveland County Election Board will accept money orders as stated in the information and Ms. Hall said she would verify that with the Election Board.

Report Due Dates - Ms. Hall said she is creating a calendar that includes all significant dates. Chairman Hardiman highlighted the report due dates and who is required to file.

Political Signs Regulations - it was suggested another bullet point be added that states, "Illegal signs should be reported to Code Compliance at 366-5332" and a footnote be added that states the sign information and enforcement is provided by the Code Compliance Division.

Item 4, continued:

The Committee discussed the PSA and Chairman Hardiman felt the PSA needed to be included in the packet as well as have any media exposure that can be garnered. Member Hilbert read the PSA to the Committee and said he intends to speak to the University of Oklahoma (OU) newspaper editor to ask them if they will print an article. He said a lot of citizens read the student newspaper. Ms. Hall said Ms. Joy Hampton, Norman Transcript, is open to writing education articles and may be interested in writing an article regarding the PSA. Member Hilbert said he would like to speak to Ms. Hampton.

Items submitted for the record

1. Norman Election Commission 2012 Campaign Manual including Commission Member List; Norman Election Commission Agenda; Norman Election Commission Minutes; Requirements for Filing; Report Due Dates; Instructions for Completing Reports; Frequently Asked Questions; Political Sign Regulations; City Campaign Report Forms; State Campaign Reporting Requirements; State Frequently Asked Questions; and State Campaign Report Forms

Member Flannery moved that the candidate packet and Public Service Announcement with recommended changes be approved, which motion was duly seconded by Member Hilbert; and the question being upon approving the candidate packet and Public Service Announcement with recommended changes, a vote was taken with the following result:

YEAS:	Members Allen, Flannery, Hilbert, Windes, and Chairman Hardiman
NAYES:	None

Chairman Hardiman declared the motion carried and the candidate packet and Public Service Announcement with recommended changes were approved.

Item 5. Discussion of the process for the Candidate Orientation Session and the subsequent scheduling of the session.

Chairman Hardiman said the filing period is January 9 through January 11, 2012, and asked when the Committee needed to meet and Ms. Hall said the next meeting should be the Orientation Session for candidates. Chairman Hardiman said that needs to be held as soon as possible and, after some discussion, Ms. Hall suggested meeting on Tuesday, January 17, 2012, at 7:00 p.m. in the Council Chambers. She said there is a Council Study Session in the conference room at 5:30 and the Orientation Session can follow that meeting.

The Committee scheduled future meeting dates of Monday, March 26, 2012; Monday, April 2, 2012; and Monday, and April 23, 2012, all at 2:00 p.m. to review campaign reports. Chairman Hardiman said if there is a run-off, additional dates will need to be scheduled and the final report will be due 90 days after the election, including the run-off, if applicable.

Item 6. Miscellaneous Discussion.

Chairman Hardiman said it was possible that Norman Election Commission members may be contacted by members of the media for interviews and he felt it best that members do speak as individuals so the public will know they are not carrying a voice for the entire Commission.

Chairman Hardiman encouraged members to not start meeting discussions prior to the meetings Call to Order. He asked members not to discuss anything that was scheduled on the agenda. He reminded the Commission answers to the public and voters of the community and part of that responsibility should include a strong support of the Open Meetings Act.

Item 7. Adjournment.

Member Flannery moved that the meeting be adjourned, which motion was duly seconded by Member Hilbert; and the question being upon adjourning the meeting, a vote was taken with the following result:

YEAS:	Members Allen, Flannery, Hilbert, Windes, and Chairman Hardiman
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NAYES:	None
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Chairman Hardiman declared the meeting be adjourned at 4:22 p.m.